

CLASS TITLE:

**ADMINISTRATOR OF
JUVENILE CORRECTIONAL
SERVICES**

Class Code: 02560800

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible to the Associate Director for the administration and operation of the residential component in regards to the overall daily planning, development, direction and supervision of all personnel and programs; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of the Associate Director, Division of Juvenile Correctional Services with considerable latitude for the exercise of independent judgement; work is reviewed through consultation, observation and written reports; reports to the Associate Director the conformance or compliance of personnel in regard to Division objectives, policies, instructions, directives, court orders, accreditation standards and rules and regulations.

SUPERVISION EXERCISED: Responsible for the planning, supervising and evaluating of all divisional staff engaged in providing supervisory, custodial, recreational, culinary and maintenance services; indirectly supervises Unit Managers and Assistant Unit Managers and directly supervises the Assistant Administrator, Juvenile Correctional Services and supervisors of Recreational, Culinary and Maintenance Services.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist the Associate Director, Juvenile Correctional Services with work of a complex nature within the residential component including but not limited to the Training School (Youth Correctional Center, Medium Security, D, E and F-Units), Detention Center, Juvenile Diagnostic Center and Rossi Building.

To be responsible for the Associate Director for the coordinating of activities for administration and other residential personnel and to provide direct supervision through conferences and periodic reports for compliance with established laws, policies, objectives, court orders, accreditation standards, directives, and rules and regulations.

To be responsible for the coordination of all tasks performed by the Assistant Administrator, Unit Managers and supervisory staff within the residential component.

To assist the Associate Director in the planning and development of future residential programs.

To be responsible for the care, custody and control of the residents in all units and facilities as directed.

To be responsible for the training of residential personnel to insure that the best possible care and custody are provided to the residents individual and collective needs.

To be responsible for the upgrading and accountability with regards to performance of all unit and facility staff.

To be responsible for the upgrading and monitoring with regards to performance of all maintenance, recreational and culinary staff.

To oversee the daily operation of this residential component and assist in overseeing related non-residential programs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of practices and techniques of residential care, and the ability to apply such knowledge in the planning, development, direction, supervision, evaluation and improvement of services for adjudicated or non-adjudicated wayward and delinquent youth within a residential and community setting; the capability to incorporate all services within an institution involved in programs for the care, custody, and control of adjudicated and non-adjudicated youth; a knowledge of clinical and educational techniques and the ability to apply them to youth within an institutional or community setting; the ability to plan, organize, supervise, direct and coordinate the work of personnel within the residential component; a thorough knowledge of the principles and practices of residential management and the ability to apply such knowledge in the day-to-day operations of an institution; the ability to explain the purposes, needs and programs of the residential component to the community advisory committees; boards, courts and public and private agencies; the ability to develop and direct an in-service training program; the ability to maintain effective relations with supervisors, subordinates, fellow administrators, parents, public and private agencies, the community at large; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Master's Degree in Social Work and other Behavioral Sciences through graduation from an accredited institution of higher learning; and

Experience: Such as may have been gained through: employment in a managerial/administrative capacity within an institution (public or private) involving the application of social case work principles with adolescents or in a child welfare or in psychiatric or correctional services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: April 27, 1986

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